

**Arbor Landing Homeowners Association Board of Directors Meeting Minutes**  
**6201 Ironbridge Parkway, Chester, Virginia 23831**  
**Tuesday, September 23, 2025 @ 6:30 PM**

**I. Welcome and Call to Order**

The ALHOA meeting was called to order at 6:30 p.m. by the President, Iris Adams.

**II. Introduction of Board Members/Roll Call and Quorum Status**

The roll call was done, and quorum was confirmed. The Board members present were Iris Adams, President; Eugendra Barrow, Secretary; a Resident and Community Partners were represented by Melanie Culbreth.

**III. Approval of Agenda**

Iris Adams made a motion to approve the agenda. It was seconded by Eugendra Barrow. Motion carried.

**IV. Approval of August 26, 2025 Minutes**

Iris Adams made a motion to approve August 26, 2025 minutes. It was seconded by Eugendra Barrow. Motion carried.

**V. Reports**

**A. President Report**

- Renters have been closing the vents and forgetting to open them back which resulted in mold in the ceiling due to non-circulation.
- The mold has been treated, and the ceiling has also been repainted. It looks good.
- The furniture and rugs in the clubhouse were cleaned.
- The broken swivel chair was replaced. They came in a set of two (2).

**B. Secretary – No Report**

**C. Treasurer**

**Financials**

Melanie was able to get some increases from the vendors for next year. The audit has begun for the year. We should have some results in a month or so.

**D. Office Report – See Cynthia Ragsdale’s Report**

**August 25, 2025 Report**

- Two (2) Cancellations moved to a later date and there were nine (9) rentals.
- Hawthorne Landscaping completed the clubhouse island beautification.
- Handyman services replaced value kit on toilet in restroom near large kitchen, assembled two (2) newly purchased chairs, and tightened screws and bolts on existing chairs.
- Grass Roots installed pipes for irrigation on the island.
- Clubhouse Supplies ordered: Two (2) replacement grey swivel armchairs, two (2) one-gallon Bona LVP floor cleaners, and two (2) white 13-gallon trash bags.

### Office Concerns

1. Complaints about utility trailers, tree removal without ARC Approval, and unkept front and back yards.
2. Complaint regarding the slippery coating on the steps to the Tennis/Pickle Ball Courts and on the courts needs power washing.
3. Complaint from Lifeguard regarding interaction with a resident.
4. Duplicate request for signage to remind residents to stay off the clubhouse grounds when the clubhouse is rented.
5. Concerns about parking in front of neighbors' property instead of their own. It was suggested that the resident call the non-emergency police line.

### September 23, 2025 Report

- One (1) Cancellation moved to a later date and there were six (6) rentals.
- Faithfully Clean cleaned the furniture and rugs.
- JCI replaced the defective motion sensor.

### Office Concerns

- Complaints about yard decorations, in-home daycare, broken glass on the courts and the fence door off track.
- Request to make the clubhouse available for personal use.
- Concern regarding the fountain not working was referred to Mary/IBPOA.
- Concern about tree removal without ARC approval.

## **E. Committees**

### **1. Social [Iris Adams]**

- Social Committee – No Report

### **2. ARC [Iris Adams]**

- Applications received and approved in a timely manner.

### **3. Pool**

- There was a recommendation to replace the pool cover.

## **VI. Management – [Melanie Culbreth]**

- **Violations/Lawn Care**
  - We were able to close eight (8) violations.
  - There were no landscaping issues.

## **VII. Old Business**

- Iris Adams suggested adding additional language to the Club House Contract to remind renters if they close the vents to reopen them before they leave.
- We will post notes for the renters informing them that the white trash bags are to be used for inside the Club House and black trash bags for the outside.
- Pickle Ball Court – Received quotes from two (2) vendors. Received one from World Class Courts.
- Iris Adams and another homeowner asked to check on a warranty for the pickle ball court.

### Retaining Wall

We received three (3) quotes. Melanie Culbreth suggested the retaining blocks are easier to maintain. Will have to have an engineer involved. Will have a concrete wall instead of a wood

wall around the pool between the pool and the pickle ball court. \$101, 370.03 was the lowest quote from Cross Creek Nursery. A homeowner asked if we had money to pay for the retaining wall. Melanie Culbreth stated it would come from the Reserves account.

Iris Adams made a motion to go with Cross Creek Nursery and Landscaping, and it was seconded by Eugendra Barrow. Motion carried.

- The Irrigation was fixed in the area in front of the clubhouse. Grass Roots is maintaining the grounds.
- Melanie Culbreth will get a quote from Grass Roots to improve the grass around the clubhouse.
- Iris Adams suggested we have a company to build a 10x12 tool shed for the pool to store the furniture. A homeowner suggested getting a larger tool shed. We will add 10K to the 2026 budget for the tool shed.
- Melanie will remind Cynthia Ragsdale about the winterizing of the restrooms in the pool area. Melanie Culbreth stated is an Add-On.
- Iris Adams suggested purchasing a swing for kids. These funds are part of Reserves.
- There was a recommendation to replace the pool furniture and the lounge chairs because they have black spots and the fabric looked worn out. It looks like a structure issue. Melanie suggested getting furniture refurbished and that it will come from Reserves.

#### **VIII. New Business**

- We renewed two (2) CDs for 6 months.

#### **IX. Member's Voice**

- A resident asked about the walking lines for a walkway. We would have to request the lines be put in by calling VDOT 1-800-367-7623. The original request number is 2210805.
- The original request for the lines at the 4 WAY Stop sign was under request number 2020933.
- Melanie Culbreth suggested getting speed tables instead of speed bumps. VDOT will have to do a traffic study.
- A resident asked who does the power washing. Top Knotch does the power washing.

#### **X. Adjournment**

- Iris Adams made a motion to adjourn the meeting at 7:36 p.m. It was seconded by Eugendra Barrow. Motion carried. Meeting was adjourned.